



## **APPLICATIONS SUPERVISOR**

### **Purpose:**

To plan, organize, and supervise the activities within the Application Services section of the Information Technology Division in accordance with the City's Mission and Values; to provide technical advice to the Information Technology Manager and Assistant Manager concerning the design, planning and management of systems development and programming; and to perform a variety of technical duties relative to the Application Services section.

### **Supervision Received and Exercised:**

Receives direction from the Assistant Information Technology Manager or from other management staff.

Exercises direct supervision over professional and technical staff.

### **Examples of Duties:**

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for programming activities; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in systems development and programming.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for new equipment; monitor and control expenditures.
- Prepare and present reports to include new and improved hardware and software, and status on projects, key indicators, staffing, and budget status; conduct feasibility studies regarding computer systems and programs.
- Assist in preparing technical data for, and review/approve of, bids and purchase requests.
- Conduct business and systems analysis and design for new projects or system revisions.
- Coordinate Section activities with those of other departments and outside agencies and organizations.

## CITY OF TEMPE

### Applications Supervisor (continued)

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Attend professional meetings and seminars as required.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience as a programmer/analyst, business or systems analyst, and/or in system development; including one year of supervisory experience.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university in computer science, systems analysis, management science, or a related field.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**Job Code:** 2127

**Salary Range:** 49

**FLSA:** Exempt